

# Caregivers

help.grandcare.com → help for caregivers → caregivers



## Adding a Caregiver

Every person who will be receiving alerts or messages from the system, or using the communication


features, needs to be in the Caregiver table, which is in the People module of the Care Menu. This happens automatically when a person is given a user account. (See the instructions for adding new users). Only those people who will receive rule alerts, but *not* log in to the Care Portal should be set up as Caregivers following these instructions.

### User Levels that are Automatically Set Up as Caregivers:

- Group Caregiver
- Group Communicator
- Account Admin
- Account Caregiver
- Account Communicator
- Resident Admin
- Resident Caregiver
- Resident Communicator

### User Levels that are NOT Automatically Set Up as Caregivers:

- Admin
- Distributor Admin
- Group Admin

**Caregivers**  
[Edit Caregiver](#)

**Name:**

**Nick Name:**

**Street Address:**

**City/State/Zip:**

**Home Phone:**

**Work Phone:**

**Cell Phone:**

**Email:**

**To add a new Caregiver:**

1. Open the Care Menu from the Online Care Portal
2. Click the "People" icon
3. Click the Caregivers link
4. Click the "Add New Caregiver" button
5. Enter the information - it is important to fill in all the fields
6. Click the "OK" button

**Changing the Picture**

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Every Caregiver is assigned a picture. The default picture is a simple cartoon, but it can and should be replaced with a photo of the person. This picture is attached to all communications sent to the system, to identify the sender. Click on the picture to change it by uploading a photo from your computer.

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